

ASHTEAD SQUASH & TENNIS CLUB

CONSTITUTION

Name and Address

1. The Club shall be known as **ASHTEAD SQUASH & TENNIS CLUB**, and its registered address is 39 Skinners Lane, Ashtead, Surrey, KT21 2NN.

Objects

2. The Objects of the Club are to provide facilities for the playing of games of Squash Rackets, Tennis and for Recreation and Social intercourse for the Members.

General

3. The Club is a Members' Club and enjoys the right to occupy the premises of the Club for the purpose of pursuing its said Objects under a licence granted by the **ASHTEAD SQUASH RACKETS CLUB LIMITED** (hereinafter referred to as the Licensors). The Club premises are the property of the Licensors whose consent shall be required to any alterations or additions by the Club in respect thereof.

The Club is a non-profit making organisation. All profit and surpluses will be used to maintain or improve the Club's facilities. No profit or surplus will be distributed other than to another non-profit making body on winding up or dissolution of the Club.

The Club shall have power to guarantee and discharge any liability including any bank overdraft of the licensors.

Subject to the Rules for the time being in force, each member shall be entitled in common with other members to use and enjoy the Club premises, subject to any directions given by the Club in General meeting from time to time.

Members' Meetings

4. a) Annual General Meeting

An Annual General Meeting shall be held within four months of the end of the Club's financial year. Members shall be notified at least 21 days prior to the day appointed. Notices of motion are to be lodged in writing with the Honorary Secretary at least 14 days before the meeting. Any motion will be displayed in the Clubhouse in a prominent position. All members, other than temporary and junior members, are voting members. Voting members present shall be entitled to vote by a show of hands.

- b) Extraordinary General Meeting

An Extraordinary General Meeting of the members may be called by the General Committee, or by not less than 20 voting members at any time on 21 clear days notice. Notice must be given in writing and exhibited in the Club. Voting members present shall be entitled to vote by a show of hands.

- c) Proxy Voting

A member may appoint a proxy to vote for him/her at a General Meeting. A Proxy form can be obtained from the Club Secretary or the Club website. The completed form must be received in the Club Office at least 48 hours before the appointed time of the meeting.

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d) Postal Ballots

The General Committee shall have the right to put any motion passed at the Annual General Meeting or an Extraordinary Meeting to all voting members by postal ballot. The right shall be exercised within 60 days of the motion being passed, failing which the decision of the meeting shall be final. In the event that the General Committee puts a motion to a postal ballot, then the decision of all voting members recorded in the postal ballot shall be final.

e) Licensors

Any motion passed relating to the alterations or additions to the premises is subject to approval by the Licensors as provided in Clause 3 above.

The General Committee

5. a) The general management of the Club shall be controlled by a General Committee who shall have the power to enforce, revoke, add to or vary the Rules as they may think fit, subject to their compatibility with the Constitution, and to adjudicate upon disputes arising in the Club between members and of a kind usually referred to the Committee of a Members' Club.

b) Any management decision may be taken by a quorum of four elected members of the General Committee which shall include at least two from the Chairman, Vice-Chairman, Honorary Secretary or Honorary Treasurer.

6. a) The General Committee, elected at the Annual General Meeting, shall for the time being consist of:

- a Chairman
- a Vice-Chairman
- an Honorary Secretary
- an Honorary Treasurer

and no more than eight other members holding various posts.

b) All members of the Committee must be over 18 years of age.

c) The same person may represent more than one activity.

d) Other members may be co-opted by the General Committee. Co-opted members are entitled to vote on Management decisions.

e) The General Committee shall, at all times, consist of not less than two-thirds elected members, but only elected members of the General Committee shall be eligible to hold the offices of Chairman, Honorary Secretary and Honorary Treasurer.

f) Members elected at the Annual General Meeting shall hold office until the next Annual General Meeting and shall be eligible for re-election.

7. The General Committee may appoint Sub Committees for such purposes and with such powers as the General Committee may determine.

8. The General Committee shall be empowered to elect as Honorary Members any persons who have given exceptional service to the Club. Honorary Members shall have all the rights and privileges of full members.

Wine Committee and Sale of Intoxicants

9. a) The persons who are from time to time the Chairman, the Honorary Secretary and the Honorary Treasurer of the Club, being elected members of the General Committee, shall constitute the membership of the Wine Committee and shall be the persons responsible for the purchase for the Club and the supply by the Club of intoxicating liquor.

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- b) Any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club, shall be applied wholly and exclusively for the benefit of the Club as a whole.
- c) No intoxicant or other articles for the sale of which a licence is required shall be supplied to anyone except members or their guests in the Club premises nor shall they be sold to any person who is not a member or member's guest neither shall they be sold to persons under the age of 18. The General Committee shall have power forthwith to require the resignation of a member who permits the infringement of this Clause.

Accounts

- 10. The General Committee shall cause proper accounting records to be kept. At the Annual General Meeting an income and expenditure account and a balance sheet at the end of the Club's financial year shall be presented to the Members. These accounts shall have been Audited or Independently Examined and the Auditor's or Independent Examiner's report included.

Admission and Condition of Membership

- 11. Applications for membership must be proposed and seconded by two existing members of at least 12 months' standing .
- 12. No candidates for membership shall be admitted to any of the privileges of membership until a time period of 48 hours has elapsed following the receipt of their application by a club official or general committee member.
- 13.
 - a) A member is entitled to obtain a copy of the Constitution and the Rules from the Honorary Secretary. Alternatively they are available on the Club website. The onus of being acquainted with the Constitution and the Rules shall rest on the member and the plea of ignorance of their provisions will not excuse him/her from compliance.
 - b) If a member within seven days of his/her admission notifies the Honorary Secretary that he/she is unwilling to be bound by the Constitution and the Rules , he/she shall forthwith cease to be a member and any sum paid for his/her entrance fee or subscription shall be returned.
- 14. The General Committee shall have the power to require the resignation of any member within seven days of serving such notice in writing. After the expiration of that period should the member not have tendered his/her resignation the committee shall be at liberty to notify the member of his/her expulsion from the Club and to prohibit him/her from entering the Club premises.

The General Committee shall not be called upon or bound to give any reason for expelling or requiring the resignation of a member, or refusing the application of a prospective member.

A member who is so required to resign or who is expelled, or a prospective member whose application has been refused, shall have absolutely no claim or remedy whatsoever against the General Committee, the Licensors or any member of the Club or its employees.

100 Club

- 15. The club permits and encourages the work of the 100 Club as a separate entity formed from members of the Club with the objective of improving the facilities of the Club.

Alterations to the Constitution

- 16. A resolution to alter the Constitution requires a two thirds majority of the members voting at either a General Meeting or in a Postal Ballot.

RULES

Membership Categories

1. There are different types of membership:

- Full Membership
- Squash membership
- Student Membership
- Off-Peak Membership
- Weekday Membership
- Junior Membership
- Family Membership
- Tennis only Membership
- Social Membership
- Associate Membership
- Honorary Membership

Or such other categories as the General Committee shall decide from time to time.

All members may use the social facilities of the Club during all Club opening hours.

Each membership type has a different subscription rate and has different privileges and responsibilities as follows:

- a) Full membership
 - i) Full members are allowed to play squash or tennis at any time, provided the court has been booked and paid for in the appropriate manner before playing.
 - ii) The only exception to paying a full court fee is when playing with a Junior member at off-peak times, when rule 1f) ii) or rule 1f) iii) applies.
- b) Squash membership
 - i) Squash members are allowed to play squash at any time, provided the court has been booked and paid for in the appropriate manner before playing.
 - ii) The only exception to paying a full court fee is when playing with a Junior member at off-peak times, when rule 1f) ii) or rule 1f) iii) applies.
- c) Student membership

Student membership is open to persons aged 18 to 23 inclusive whether studying or not. Student members have the same privileges as full members but pay a reduced annual subscription. There is no reduction in court fees except under rule 1a) ii) above.
- d) Off-Peak membership

Off-Peak members are allowed to play squash only at the following times:

 - i) 9-30am - 6-00pm (i.e. last court to start at 5-15pm or later under rule 4b).
All day Saturdays, Sundays and Bank Holidays
 - ii) Tennis may be played at any time subject to rule 1h) below.
 - iii) All courts must be booked and paid for in the appropriate manner before playing.

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- e) Weekday membership

Weekday members may play Monday to Friday:

 - i) Squash from 9-30am – 6-00pm; last court to start at 5-15pm or later under rule 4b).
 - ii) Tennis from 9-00am to 6-30pm; last court to start at 5-30pm.
 - iii) All courts must be booked and paid for in the appropriate manner before playing.

- f) Junior membership (members up to the age of 18)
 - i) Junior members are allowed to play squash as for off-peak members and tennis as for tennis members.
 - ii) No court fees are required if no booking is undertaken, but the court must be vacated if other members pay a court fee.
 - iii) If booking for squash or tennis is desired, full court fees are payable in the normal way or a court may be booked not more than three days in advance for half the normal fee.
 - iv) Junior members may bring only one visitor to the Club at a time up to a maximum of six times in any one year. The visitor fee is payable if the visitor plays squash or tennis. (see rule 14 d))

- g) Family membership
 - i) This comprises a maximum of two adults together with any number of their children up to the age of 18. The adults are entitled to the privileges of full membership (as above)
 - ii) Those under 18 years old holding family membership are entitled to the privileges of Junior Membership (as above).

- h) Tennis only membership
 - i) These members are allowed to play tennis at any time after 9-00am provided the court has been booked and paid for in the appropriate manner before playing.. (The 9-00am court should be booked by placing the stamps to the left of the 10-00am court booking space).
 - ii) Noise should be kept to a minimum level during play for the sake of the stewards, the local residents and of any players using the adjoining court.

- i) Social membership
 - i) Social members are only entitled to play squash or tennis six times (each sport) per membership year with a full, student, off-peak or tennis member.
 - ii) Full court fees plus the visitor fee (see rule 14 d)) are to be paid before playing.
 - iii) Junior Social Members may bring only one visitor to the Club at a time up to a maximum of six times in any one year.

- j) Associate membership

Associate members may only play squash or tennis with a junior member, or a junior visitor. Times and court fees are as for junior members (see rule 1f) above)

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- k) Honorary membership
As full membership: no annual subscription but pay court fees if playing squash or tennis.

Table Tennis

- 2. a) All members are entitled to play table tennis.
- b) Non-marking squash shoes or the equivalent must be worn.
- c) Club sessions are advertised on the Club notice board. Members wishing to play at other times should contact the table tennis representative.
- d) The appropriate court fee or session fee must be paid before playing.

Snooker and Pool

- 3. a) All members are entitled to play snooker or pool.
- b) When playing snooker the metered light must be used at all times.
- c) When a snooker session is finished the cover must be replaced on the table and the balls and cues returned to the cupboard.
- d) The key for the snooker cupboard is available from the bar. Members may purchase a key for the snooker cupboard from the bar.
- e) The white ball and cues for pool are available from the bar. They must be returned to the bar at the end of the playing session.
- f) Members should keep the gallery doors closed or keep noise to a minimum so as not to distract squash players on the adjoining courts.

Booking of courts (squash and tennis)

- 4. a) Squash and tennis courts can be booked up to 14 days in advance. The new booking sheet is available from approximately 7-30pm each evening for the date 14 days ahead. If necessary, members are expected to queue in person at this time to book courts.
- b) The early evening squash courts i.e. those starting at 5-30pm and 5-45pm may be used by off-peak members and weekday members but they may only book them 7 days in advance
- c) A court may be booked up to 7 days in advance by telephoning the Steward during bar opening hours.
- d) A court is only "booked" if the required number of stamps is placed on the appropriate space and the members' names written in above. (or, alternatively, the envelope system is used as described on the notice board or a telephone booking made).
- e) No member aged 18 years or over may play squash or tennis without previously paying for the court by placing the appropriate stamps on the booking sheet or using the envelope system.
- f) As failure to book courts in this manner deprives the Club of income, any member failing to do this will be reported to the General Committee and subsequent failure to book courts correctly may result in a suspension or cancellation of his or her membership.

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- g) Cancellation of the booking of a court must be conducted with at least 72 hours notice. The member shall arrange with Club Steward for replacement stamps and for removal of the cancelled stamps. Stamps must not be removed or moved in any other circumstances. If cancellation is within 72 hours of play the fee is forfeited.
- h) If tennis is rained off with less than 30 minutes play completed then replacement stamps can be obtained from the Club Steward or another court booked without stamps but with details of the abortive booking (date, time and "rained off") entered on the booking sheet.

Subscriptions

- 5. a) Subscriptions shall become due each year on 1st July and must be paid within thirty days.
- b) Any member who has not paid his or her subscription within 40 days after it becomes due (while still being legally liable for the amount) shall cease to be a member of the Club. The General Committee, however, shall have power to reinstate a member who gives a satisfactory explanation for the default.

Opening Hours

- 6. a) The Club shall be open at such times as shall be determined by the General Committee, and these times shall be exhibited in the Club, provided that:-
 - i) the Club may be closed such other days as the General Committee may determine and
 - ii) the General Committee may alter the hours during which the Club is open.

- b) The hours during which intoxicants may be consumed will be:-

Monday to Thursday	5:30 - 11:00pm
Friday	5:00 - 11:00pm
Saturday	11:30am - 2-30pm 5:00 - 8:00pm (<i>may be varied when events or private parties are held</i>)
Sunday	12noon - 3:00pm 6:30pm -10:30pm

Or such other hours as may be decided by the General committee, provided that such hours shall fall within the permitted periods appointed by the Licensing Act 2003 and any subsequent enactment. Thereafter, the Steward shall be instructed to remove all glasses etc. and to throw away any unconsumed liquor therein.

Conduct of Members

- 7. No member whilst at the Club shall leave any motor car (or other vehicle) parked in Skinners Lane. An adequate free Car Park is provided and members must park their cars therein in an orderly manner.
- 8. Whilst on Club premises no members shall:
 - a) Play any unlawful game or indulge in unlawful gaming.
 - b) Make or accept bets.

The Committee shall be empowered to limit the stakes at Bridge or any other game.

- 9. No member shall in any circumstances:
 - a) Reprimand a Club employee.
 - b) Induce any member of the Staff to leave the Club's employment.

Complaints regarding staff or service must be made to the General Committee.

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10. Any member, who shall break or otherwise damage any property of the Club may, at the discretion of the General Committee be called upon to make good or pay for such breakage or damage.
11. No member or body of members shall sell or offer for sale on the Club's premises, articles, goods or services of any kind, class or description, whatsoever, unless the consent of the General Committee has been first obtained.
12. No member shall bring to the Club premises any intoxicants for consumption thereon, unless the consent of the General Committee has first been obtained and an appropriate corkage fee agreed and paid.
13. No member or visitor may smoke in the clubhouse.

Visitors

14.
 - a) Every member of the Club may introduce visitors at all times. On entering the Club the visitors, who must be accompanied by the introducing member, must enter their names in the book kept for that purpose. The General Committee of the Club reserve the right of refusing admission to any visitor, without giving any reason for such refusal.
 - b) Any member introducing a visitor is personally responsible for the behaviour of his or her guests.
 - c) Visitors must leave the Club at the same time or prior to their host.
 - d) No one visitor shall be permitted to play squash or tennis more than 6 times (each sport) in any membership year. This must be with a club member. (Double court fees are incurred if a visitor is playing a member, excepting in off-peak time when only one additional stamp is required.).

Miscellaneous

15. Squash shoes should be of the non-marking variety and the soles must be clean before going on court. Proper tennis shoes (not heavy ridged trainers) should be worn on the tennis courts.
16. The Club aims to conform with the standards and requirements of England Squash. Members taking part or involved with junior activities or coaching should play their part by following the England Squash guidance.
17. Mobile telephones must be switched off before going on court or on to the spectator galleries. Elsewhere in the club the telephones may be used but members should use them discreetly or retire to the lobby for longer conversations.
18. Parents of children, or members bringing children, are responsible for their conduct and safety whilst on the Club premises. Children on the Club premises must conduct themselves in a manner, which is not prejudicial to the enjoyment of the facilities of the Club by the members.
19. Dogs are permitted on the Club premises at the discretion of the General Committee, but they must be kept under proper control of the member in whose care they enter the Club.
20. It is a responsibility of members and visitors to familiarise themselves with the fire safety arrangements of the clubhouse as displayed on notices in the clubhouse.
21. The Licensors, the Club, General Committee and Employees of the Club, shall not be held liable for any accident or injury to persons or for loss or damage to property occurring on the club premises, car park,

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or grounds however caused (even though it be through negligence) and no member or visitor shall have any claim or remedy whatsoever by Common Law Statute or otherwise against the Licensors, the Club, General Committee or Employees of the Club, unless the liability of the persons or body sought to be made liable is covered by indemnity insurance.

22. Insofar as the Rules as set out above are in the interest of all Club members, it is requested that any infringement of these rules be reported to a member of the General Committee.